

JOB DESCRIPTION

JOB TITLE

Finance Assistant (FA)

REPORTING STRUCTURE / RELATIONSHIPS

The FA reports to the Regional Finance Manager.

The FA works closely with Program Finance Officer, HR & Support Services Department, other Managers and Sponsor Relations team and the local administrative staff in each field office.

RESPONSIBILITIES

Financial Management & Reporting

- Monitor bank balances for all accounts, and provide timely advice to the Country Director of required transfers to top up impress accounts to facilitate general and project expenditures;
- Prepare payment voucher;
- Input data to Sun systems for Hanoi Office, ADOs and Partners according to ChildFund Australia guidelines and Vietnamese accounting regulations;
- Advise program management staff of any concerns or difficulties in financial management or accounting within Hanoi Office, ADOs and Partners as they arise;
- Develop and maintain all filing systems for all Accounting Documents and Financial Reports
- Maintain documentation for office purchases, Assets Register
- Assist the allocation exp. to Project & record all the creditor (consultant contract, other supplier)
- Sponsorship fund reconciliation
- Other task assigned by Regional Finance Manager

Relationship Building & Representation

- Maintain appropriate relationships with ChildFund Australia's bank & HSBC Viet Nam.
- Participate in external workshops, working groups and other meetings relevant to the position of accountant.
- Establish appropriate information-sharing relationships with staff in similar positions within other INGOs in Vietnam.

WORKING CONDITIONS

This is a Hanoi based, full-time position with limited travel to ChildFund’s program areas in Vietnam.

The successful candidate will be offered a 5-month contract. Salary will be set according to experience and qualifications, in accordance with ChildFund’s salary scale

Other working conditions and benefits are outlined in ChildFund’s HR, PDR and Operations Manuals.

PERSONAL QUALITIES, QUALIFICATIONS & EXPERIENCE

Organisational Core Competencies

- Commitment to ChildFund Australia’s values, vision and mission, demonstrating a strong belief in ChildFund Australia’s core purpose, and reflects the values of the organisation in daily activities and behaviours.
- Working in teams, being able to work cooperatively and flexibly with other members of the team with a full understanding of the role to be played as a team member, and good interpersonal skills
- Ability to build good working relationships, internal and external to the organisation
- Effective communication, being able to relate to internal and external customers/partners, presenting information in an effective, clear manner verbally and in writing
- Good negotiation skills
- Accountability and Integrity for all the organisation’s activities, to accept responsibility for them, and to disclose the results in a transparent manner.
- Adaptable and flexible, to meet changing conditions and respond to new organisational requirements
- Good time management and organisational skills with ability to work to deadlines in well-organized and systematic manner, able to manage multiple priorities
- Maintain strict confidentiality in performing the duties of the post

Technical Competencies

- Good understanding of International Accounting Standards and Vietnamese Accounting Systems
- Ability to use different accounting software, especially Sun system, to record financial transactions, to access to necessary data in the software.
- Ability to undertake detailed activities with a high level of accuracy
- Ability to inspect the accuracy, transparency of reports and acquittal vouchers made by staffs or partners
- Good written and spoken English and Vietnamese, especially on financial issues.
- Excellent computer literacy and experience with computerized information (including spreadsheets, databases), familiar with software packages under Windows and E-mail

Qualifications & Experiences

- University qualification in finance, accountant and related field;
- One year's experience in an accounting role; One year experience with an INGO or donor-funded projects is preferable
- Experience with child-focused programs is preferable;
- Experience of financial responsibility for a budget, including experience of Accounting and Financial guidelines
- Experience with implementing finance policies and procedures
- Experience with financial report checking for development project activities is preferable